



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

REPLY TO
ATTENTION OF:

EANC-CG

03 MAR 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #24 - Cellular Telephones and Pagers

1. REFERENCES.

a. Army Regulation 25-1, 30 June 2004, Army Knowledge Management and Information Technology Management.

b. Eighth US Army Pam 25-60, 1 November 2000, Communications Services Procedures Guide.

c. EAKC-CO, 26 November 1997, Cellular Phone/Pager Usage in Korea.

2. PURPOSE. To establish internal controls for the procurement, use, and accountability of Government-owned or controlled cellular telephones and pagers.

3. APPLICABILITY. This policy letter applies to all personnel using a 19th TSC government owned cellular telephone or pager.

4. POLICY.

a. The Commander, Eighth United States Army has designated the Commander or Chief of Staff of 19th TSC as the approving official for cellular telephone service within the 19th TSC. Additionally, Eighth Army no longer requires logging each call on DA Form 360. This communication capability, although offering considerable convenience to the user, must be controlled to prevent abuse. Cellular telephone service must be kept to a minimum necessary to support critical mission requirements. Cellular communication is limited to authorized or official government use only. Calls outside of Korea are not authorized. Unauthorized use of the service is subject to Uniform Code of Military Justice (UCMJ) action, monetary recovery procedures, and termination of service.

b. Cellular telephones will be used only when immediate communication and military telephone service is not readily available. Cellular telephones are to be used for unclassified administrative traffic only. Cellular telephones will be issued by position based upon mission requirements. Personal calls, such as checking in with spouse or children, making medical, home and automobile repair or similar appointments are permitted within reason. Calls should not interfere with the performance of regular duties.

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c. Regardless of the source of funding, all capability requests (CAPRs) for the purchase or lease of cellular telephones will be forwarded through the 19th TSC, G6 for Chief of Staff approval prior to submission to the area Director of Information Management (DOIM).

d. CAPRs submitted for the purchase of cellular telephones must provide substantive justification for cellular service, addressing the specific user requiring the service, the operational safety issue that requires the use of cellular service for mission accomplishment, and the negative impacts that may result from lack of this service.

e. Subordinate Commands with cellular telephones and pagers should identify one IMPAC Card Holder, preferably the Information Management Officer (IMO) or the Telephone Control Officer (TCO), to validate cellular telephone and pager usage. If it is anticipated that the total monthly charge will exceed the single purchase limit of \$2,500, the commander should submit a request to the USACC-K IMPAC coordinator to increase the single purchase limit for cellular phones and pagers.

f. A monthly bill from SK Telecom will be forwarded to the IMPAC Card Holder from USACC-K. The IMPAC Card Holder assisted by the IMO or TCO will verify accuracy prior to payment and will maintain monthly billing statements IAW the IMPAC Program SOP.

g. The IMPAC Card Holder, assisted by the IMO or TCO, will identify individual users whose monthly usage charge exceeds \$50 and require a justification for heavy users.

h. The IMO or TCO will prepare a monthly cost usage report for distribution to the 19th TSC, G6, their respective Command Group, Resource Manager, and each individual cellular telephone user.

i. The IMO will maintain a record of all cellular telephones, identifying the serial number, model number, manufacturer, phone number, and user name. The IMO will ensure all cellular telephones and pagers are properly recorded on the unit's property book.

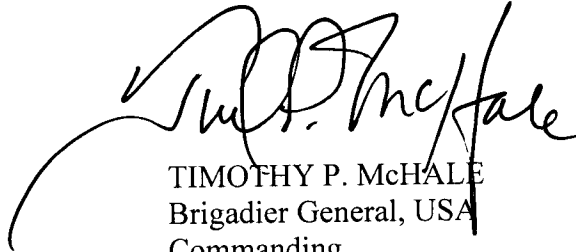
5. RESPONSIBILITY. Commanders and directors at all levels will exercise supervision, ensuring personnel adhere to this policy. Unit IMOs will ensure that proper acquisition channels are utilized. Individual users will comply with this policy and ensure proper accountability of equipment.

6. SUPERSESSION. This policy letter supersedes Policy Memo 24, 23 Jul 03.

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7. The point of contact is ACofS, G6, C&E, 768-6322.



TIMOTHY P. McHALE
Brigadier General, USA
Commanding

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